



## Driving for Work Policy

**Date: V1 2018**

**Date: V2 2022**



## **Purpose of the Policy**

'Driving for work' includes any person who drives on a road as part of their employment (not including driving to and from their work) in either a company vehicle or their own vehicle, with mileage reimbursement from their employer. (Road Safety Authority)

Mohill Family Support Centre (FSC) is committed to the safety and welfare of its employees. As the employer, the FSC has a legal duty to manage the risks that employees face (and create for others) when they drive for work under Safety, Health and Welfare at Work Act 2005.

## **Scope**

The Policy points out the overall requirements and expectations of any employee who is required to drive their car while undertaking work duties.

The Policy applies to all employees of Mohill FSC, whether permanent or temporary. It complements the FSC Health & Safety Statement, 'Driving For Work' Guide (provided by Road Safety Authority), FSC Working Alone policy and FSC Child Protection and Welfare Policy and associated policies around working with vulnerable adults.

## **Policy**

Mohill FSC will endeavour to facilitate (as far as possible) that an employee's work related journeys are safe and members of staff are able to drive safely.

An employee's safety and welfare while driving for work encompasses upkeep of a serviced and insured vehicle, observing weather conditions, avoiding decisions which could lead to risky driving, inappropriate professional conduct, and any threat to an employee's personal, physical, emotional safety and health.

It is the employee's responsibility to:

- Provide a letter of indemnification from their insurer
- Observe and follow the health and safety procedures and policies of the FSC
- Consider risks i.e. observe weather warnings, follow safe driving guidelines, and observe professional boundaries.



If an employee/volunteer is requested to drive a company vehicle as part of work activities, it is the legal responsibility of a the driver to ensure that the vehicle, and all components of that vehicle, are in such a condition that no danger is likely to be caused to any person. (Road Safety Authority)

### **Professional Guidelines**

1. No journey should be undertaken by an employee unless it is unavoidable.
2. Prior to undertaking a journey, an employee should consider the risks involved in taking the journey, i.e., Road conditions, traffic levels, personal safety, transport of vulnerable persons, appropriate boundaries (clear understanding of limits and responsibilities of employee's role and remit) etc.
3. Consideration should also be given to whether the journey is appropriate. If the journey is being undertaken to transport a person who does not work for the organisation, is the journey avoidable through the use of public transport and/or taxi?
4. Great care should be taken in the case of vulnerable persons who may require to be transported in an employee's vehicle. An assessment of risk should be undertaken before the journey and decisions made following on that assessment. Transport of vulnerable persons in an employee's car should arise only in exceptional circumstances.
5. Where there is a need to make a work-related journey, employees should ensure that the Road Traffic Acts are complied with at all times.
6. Employees driving for work are expected to provide a certificate of indemnification from their motor insurance company.



This policy was ratified at a meeting of the Board of Directors/ Trustees on

\_\_\_\_\_ 2022.

Proposed: \_\_\_\_\_

Position on the Board: \_\_\_\_\_

Second: \_\_\_\_\_

Position on the Board: \_\_\_\_\_

Date: \_\_\_\_\_